Details

Job ID : 345

Title : Real Property Coordinator II

Job Code : 914

Salary : $2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

DESIGNS OFFICE LAYOUTS, COORDINATES RENOVATION PROJECTS, AND/OR ADMINISTERS REAL PROPERTY LEASES.

Required Qualifications

Education : 2 Year Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- 2 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 3 YEARS OF EXPERIENCE MUST BE AS A REAL PROPERTY COORDINATOR I

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- EXPERTISE IN DESIGN DOCUMENTS
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- RESOLVES SPACE ISSUES
- DESIGNS OFFICE LAYOUTS USING AUTOCADD
- RECOMMENDS FURNITURE CHOICES
- PLACES FURNITURE ORDERS
- MANAGES RENOVATION PROJECTS
- DESIGNS AND REVIEWS FLOOR PLANS
- CONDUCTS SPACE ALLOCATIONS
- DESIGNS MAPS
- ADMINISTERS REAL PROPERTY LEASING PROCEDURES
- REVIEWS NEED, ADVERTISES FOR SPACE
- PERFORMS ON-SIGHT INSPECTIONS
- COORDINATES MOVES AND SERVICES
- OTHER DUTIES AS ASSIGNED